# JOB DESCRIPTION­

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| Job Title: | Broadway Manager (Systems & Technology) |
| Reporting to: | Venues Manager, Broadway Cinema and Theatre |
| Role Status: | Permanent |
| Hours: | 40 hours per week working on a rota shift pattern |
| Directorate/Team/Venue: | Broadway Cinema & Theatre |

1. JOB PURPOSE

You will be part of a management team responsible for the full visitor journey at Broadway Cinema & Theatre and their ultimate enjoyment of the Broadway.

Jointly responsible for the seamless delivery of our visitors and engagement programme throughout the year to include the visitor experience. Your key focus will be the responsibility of the processes, systems and technology at the venue, taking the lead on technology innovation supporting the Broadway’s overall performance and internal efficiencies.

1. MAIN WORKING CONTACTS

Internal: wider Broadway Cinema and Theatre team, Broadway Manager Programming, Supervisors, AV & Cinema technician, Casual Technicians, Volunteers other Foundation staff.

External: Members of the public visiting Broadway Cinema & Theatre.

1. KEY RESPONSIBILITIES
   1. Jointly responsible for ensuring that the Cinema & Theatre is compliant with current

licensing and health and safety legislation.

* 1. Technology planning is important for the progression and success of the venue, an

identified vision on the requirements for both Cinema and Theatre

* 1. To manage and grow the Visitor Experience Department championing excellence in

operational delivery, recruitment, training, customer best practice and visitor

engagement initiatives.

* 1. To develop the Visitor, Experience strategy
  2. To work as part of a management team in setting goals for performance and deadlines

in line with the company’s competencies and strategic vision and communicating them to

team.

# PERSON SPECIFICATION

We are looking for someone to be able to demonstrate the following values and competences to a high level and want to use these to the full in their work.

This is equally important as having the direct experience for this role and so we will be looking for evidence and examples of the following during the selection process, if you are shortlisted for this role.

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| Values | Competencies |
| Collaborative | Communicating |
| Supportive | Taking Responsibility |
| Inclusive | Inspires & Empowers Others |
| Evidence based | Managing Relationships |

**1. EXPERIENCE & TRACK RECORD**

* 1. Proven experience in a management role
  2. Knowledge of the performing arts sector, experience in Cinema and Theatre

1. **SKILLS, KNOWLEDGE AND ABILITIES**
   1. Excellent interpersonal skills and the ability to relate to people at all levels
   2. Excellent communication and interpersonal skills
   3. The ability to communicate effectively in writing as well as presentations, workshops and public facing activities
   4. General health and safety knowledge
   5. Understanding of manual handling principles
2. **ADDITIONAL JOB REQUIREMENTS**

3.1 Willingness to work flexibly in response to changing organisational requirements.